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May 12, 2005

TO: COUNTY MENTAL HEALTH DIRECTORS OF MERCED,
STANISLAUS, MONTEREY, SAN LUIS OBISPO, LOS ANGELES,
HUMBOLDT AND PLACER

SUBJECT: Update to Children's System of Care / Interagency Enrollee-Based
Program (CSOC/IEBP) Scope of Work Plan and Budget
Instructions for Fiscal Year 2004-05

By September 30, 2005, each Children's System of Care (CSOC) funded county that receives federal SAMHSA funds should report a roster of all children and youth enrolled in the CSOC program for any part of Fiscal Year 2004-05. As specified in the 'Special Instructions – Accountability /Evaluation' section of the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2004-05', the following information is to be reported for each enrollee:

- | | |
|-------------------------------|---|
| 1. County Number | 5. Date of Birth |
| 2. County Client ID Number | 6. Gender |
| 3. Child / Youth's First Name | 7. Date of CSOC Enrollment |
| 4. Child / Youth's Last Name | 8. Date of Disenrollment, if applicable |

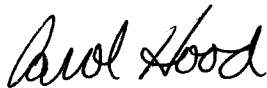
Counties may choose to report this information either by using the Key-Entry option of the DMH Web-Based Data Reporting System (i.e., an on-line data entry form) or by uploading locally-collected data to the DMH Information Technology Web Services (ITWS) system. Specific instructions for each option are posted to the DMH website at <http://www.dmh.ca.gov/SpecialPrograms/child-enrollee-prog.asp>.

As a reminder, DMH is also requiring that counties submit an annual report by December 15, 2005, summarizing major CSOC program accomplishments. This requirement is separate from the roster information (specified above). A detailed discussion of the annual report can be found in the 'Department of Mental Health (DMH) CSOC/IEBP Scope of Work Plan, Budget and Narrative for Fiscal Year 2004-05 – Annual Report Instructions'. Questions regarding the annual report may be directed to James Queirolo at (916) 653-7988, or James.Queirolo@dmh.ca.gov.

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Questions related to the CSOC/IEBP data entry requirements may be directed toward Brenda Golladay at (916) 654-3291, Brenda.Golladay@dmh.ca.gov, or Traci Fujita at (916) 653-3300, Traci.Fujita@dmh.ca.gov.

Sincerely,

A handwritten signature in cursive script that reads "Carol Hood".

CAROL HOOD
Deputy Director

Cc: County Mental Health Children's Program Managers of Merced, Stanislaus, Monterey,
San Luis Obispo, Los Angeles, Humboldt and Placer